

**VYTAUTAS MAGNUS UNIVERSITY**

**STUDY REGULATIONS**

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## I. GENERAL PROVISIONS

Vytautas Magnus University (hereinafter – the University) Study Regulations (hereinafter – Study Regulations) is a document regulating the University studies, approved by the Senate.

Persons who were admitted to the University upon entry into force of the Law on Higher Education and Research shall be subject to the terms under which they were admitted to the University in 2009 or later. Part One of the Study Regulations is designed for these students.

Persons who were admitted to the University prior to entry into force of the Law on Higher Education and Research shall be subject to the study terms under which they were admitted to the University in 2008 or earlier. Part Two of the Study Regulations is designed for these students.

## II. KEY CONCEPTS

***Academic leave*** – temporary suspension of studies maintaining the status of a student.

***Academic certificate*** – a document certifying the study achievements of a student (an unclassified student) at the University or another Lithuanian or foreign school of higher university education where study credits and study achievements are evaluated according to the scale adopted in Lithuania. The academic certificate indicates all courses studied at the University. The academic certificate is issued only to the persons who have not completed the studies and have not received the University graduation diploma.

***Final thesis (Final art project)*** – a student’s independent scientific research or creative project work performed at the end of the study programme and intended for the acquisition of analytical, research, artistic and other cognitive and functional competences.

***Bachelor*** – a qualification degree granted to a person who has completed the first-cycle university study programme; also a person holding a Bachelor’s qualification degree.

***Bachelor studies*** – the first-cycle university studies granting a Bachelor’s qualification degree and (or) professional qualification. A Bachelor study programme is intended for the development of general erudition and acquisition of professional knowledge and skills.

***Partial studies*** – studying according to a part of a study programme, attaining knowledge and skills which are assessed and confirmed by a certificate. Partial studies can constitute a part of supplementary study programme, minor study programme or be a part of studies in other Lithuanian or foreign higher education institutions, and etc.

***Diploma*** – a document testifying the acquired qualification degree or a qualification degree and professional qualification issued having completed the first-cycle, the second-cycle or integrated studies.

***Diploma supplement*** – a document consistent with the model of the European Commission, the European Council and UNESCO/CEPES, and supplementing the diploma of higher education,

Bachelor or Master's diploma with the data necessary for international academic recognition, as well as describing the purpose, curriculum of the completed studies and the state higher education system.

**Doctoral studies** – the third-cycle university studies intended for education of scholars, scientific research and preparation of a dissertation.

**Double qualification degree studies** – the first-cycle major and minor programme studies, the completion of which grants a double qualification degree comprised of major and minor study field degrees.

**Minor studies** – studies covering the fundamentals of a specific study field, the completion of which provides preparation for further studies in the field or for professional activity.

**Intensive course studies** – studies when a course is studied every day and is covered in a few weeks. The number of course study weeks depends on the number of course credits.

**Individual study schedule** – a study schedule that is designed on the basis of the implemented study programmes and individual study plans. An individual study schedule determines the distribution of the taken courses at a certain time, the number and time of consultations, the form and order of assessment, the beginning and end dates of the examination session.

**Individual study plan** – a list of compulsory and optional courses taken by a student and comprised on the basis of a specific study programme and the semester timetable.

**Part-time studies** – a mode of studies, the duration of which should not be more than one and a half times longer than that of the full-time studies, the latter maintaining a 60 credit standard.

**Joint study programme** – a study programme jointly prepared and implemented by two or more schools of higher education.

**Joint qualification degree** – a qualification degree granted after completing a joint study programme; a joint qualification degree may also be double and granted when a joint study programme complies both with the requirements of the major study field and the minimal requirements of another study field.

**Qualification** – a professional qualification or professional qualification and a qualification degree (Bachelor, Master) granted after the respective cycle studies have been completed.

**Qualification degree** – a degree (Bachelor, Master, Licentiate) granted to a person who has completed the respective university study programme of the first-cycle, second-cycle or the programme of integrated studies.

**Degree study programmes** – the first-cycle, the second-cycle and integrated study programmes, the completion of which grants a qualification Bachelor or Master's degree, together with a diploma certifying the qualification degree and a diploma supplement.

***Non-degree study programmes*** – study programmes intended for achieving a qualification or preparing for an independent practical activity. The completion of these studies is testified by a certificate.

***Master studies*** – the second-cycle university studies providing a Master’s qualification degree and (or) professional qualification. The Master study programme is intended for person’s scientific (artistic) and professional competence development and the acquisition of knowledge and skills in problem solving, generating and applying ideas in the scientific research context.

***Master*** – a qualification degree granted to a person who has completed a second-cycle university study programme or a programme of integrated studies; also a person holding a Master’s qualification degree.

***Inconsecutive studies*** – studies when separate courses or their cycles are studied intended for person’s professional development or requalification, and also for the expansion of person’s professional or general education (*valid for those enrolled in 2008 and (or) earlier*).

***Non-formal education programmes*** – programmes intended for person’s professional qualification development, acquisition of additional competencies and development of general skills and erudition.

***Non-formal education programmes for school learners*** – programmes intended for non-formal education of school learners at the University.

***Full-time studies*** – the main mode of studies applied when organising studies according to degree and non-degree study programmes of all cycles.

***Consecutive studies*** – studies the completion of which provides higher education and (or) qualification, as well as Master studies and Doctoral studies (*valid for those enrolled in 2008 or earlier*).

***Major studies*** – the first-cycle consecutive university studies. Having completed these studies, a person is granted a Bachelor’s qualification degree or professional qualification (*valid for those enrolled in 2008 or earlier*).

***Supplementary studies*** – partial studies covering the first-cycle study courses that the persons who intend to enter or entrants to Master studies have not studied.

***Certificate*** – a document of a set form issued by the University after completion of the programmes of minor studies, post-diploma studies or non-formal education programmes.

***Post-diploma studies*** – studies provided according to degree or non-degree study programmes and intended for persons who pursue to develop their qualification, professional skills or to requalify.

***Practice*** – part of studies during which students apply the acquired (current) theoretical knowledge and practical skills in a specific professional activity, acquaint themselves with their prospective professional activity and, performing the assigned tasks, acquire new skills necessary for the professional activity.

**Practicum** – a course of studies studied by performing various practical assignments guided by the teacher and working independently. Theoretical lectures are not included in a practicum.

**Studies** – studying of person, who has acquired not lower than secondary education, at the University in a certain study programme or preparing a dissertation.

**Study course description** – a document which presents the most important data about the course: the title, the grid of studies, study outcomes, a short content, the scheme of study achievement evaluation, a list of references.

**Study credit**- a unit of the volume of a study course by which study outcomes and student's working time are measured. 1600 hours of one academic year shall equal to 60 credits, levelled with ECTS.

**Field of studies** – a group of study programmes, the title of which is written in the diploma of higher education together with the title of a qualification degree.

**Study certificate** – a document certifying the person's acquired qualification.

**Study programme** – a description of a certain field of study outcomes, curriculum, methods, study achievement assessment, learning facilities and resources, academic and professional staff involved in the study process.

**Study programme committee** – a group of teachers, students, employers, graduates and other competent stakeholders appointed by the dean's decree to supervise the implementation of a study programme, evaluate its quality and renew the programme.

**Study areas** – humanities, social sciences, physical sciences, biomedical and technological sciences and arts.

**Studying persons** – persons studying at the University according to a specific type and study cycle programme. The studying persons are as follows:

- a student – a person who studies at the University according to a study programme or in doctoral studies;
- a visiting student – a person who studies agreements between institutions or international exchange programmes;
- an unclassified student - a person who studies in non-formal education programmes or separate courses(their groups);

**University studies** – studies that create conditions for a person to attain higher education and qualification as well as a scientific degree (having defended a doctoral dissertation) based on theoretical knowledge and scientific research.

**Integrated studies** – studies intended for attaining a higher professional qualification (Master's and (or) professional qualification) where the first-cycle and the second-cycle university studies are integrated.

### **III. PART ONE – APPLIED TO STUDENTS ADMITTED to VMU in 2009 or LATER**

#### **3.1. Study Cycles, Modes of Study and Teaching/ Learning forms**

3.1.1. University offers degree and non-degree study programmes, partial studies, non-formal education programmes and studies of separate courses.

3.1.2. Degree study programmes shall be as follows:

- the first-cycle studies, awarding a Bachelor's Degree,
- the second-cycle studies, awarding a Master's and (or) Licentiate Degree,
- integrated studies, integrating Bachelor and Master studies and awarding a Master's Degree,
- the third-cycle studies, awarding a Doctor of Science Degree.

3.1.3. Non-degree study programmes shall be intended for gaining a certain qualification or preparing for independent practical activity.

3.1.4. Partial studies shall be intended for a person's studying according to a part of study programme attaining knowledge and skills which shall be assessed and confirmed by a certificate. Partial studies can constitute a part of supplementary study programme, minor study programme or be a part of studies in other Lithuanian or foreign higher education institutions, and etc.

3.1.5. Non-formal education programmes shall be programmes aimed at individual's professional qualification upgrading and development of personal skills and erudition. These programmes shall be designed taking into account the learning needs of those intending to study and may be developed according to the qualification development needs of company or organisation employees. The studies shall be organised in compliance with the Order on Organising Studies Implemented by Non-formal Education Programmes and Individual Courses, approved by the Rector.

3.1.6. Non-formal education programmes for school learners shall be programmes intended for non-formal education of school learners at the University. These programmes shall be implemented in compliance with the Order on Non-formal Education Programmes for School Learners, approved by the Rector.

3.1.7. Separate study courses shall be courses or a group of courses of the first and second cycle study programmes offered at the University to individuals who intend to gain additional knowledge and skills. Those having successfully completed the course or a group of courses of the study programme shall receive an academic certificate.

3.1.8. Post-diploma studies shall be studies that are implemented according to the degree (except for the third-cycle of studies) or non-degree study programmes for persons who intend to upgrade their qualification, professional skills or requalify. Post-diploma studies shall be organised focusing on the needs of students and labour market requirements.

3.1.9. On the basis of intensity, studies shall be divided into:

- full-time studies – the main mode of studies. Studies shall be organised according to the degree and non-degree study programmes in all cycles of studies, the volume of which shall be no more than 60 and no less than 45 credits per year;
- part-time studies – mode of studies of lower intensity. The duration of these studies shall not be more than one and a half times longer than the duration of full-time studies the volume of which is 60 credits per year. The volume of part-time studies must be no less than 30 and no more than 45 credits per year. Part-time studies shall be organised in compliance with the Order on Organising Part-time Studies, approved by the Rector.

3.1.10. Education and qualifications provided by the same cycle studies of different modes shall be considered equivalent.

3.1.11. Studies at University shall be organised according to the study timetable where study courses shall be set out in:

- days of a week during the semester (full-time studies);
- sessions and weekends (part-time extramural studies);
- intensively when the course is studied every day and is completed within a few weeks (intensive studies).

3.1.12. The University shall apply the following forms of study course delivery:

- a lecture – a consistent, comprehensive and well-grounded presentation of the topic studied where, among others, explanation, narration, illustration, demonstration and other methods prevail;
- a seminar – a presentation of the results of students' individual work and their discussion where, among others, discussion, debate, case studies, projects and other methods prevail;
- laboratory work – development of special skills by performing tests and carrying out research;
- a practical – consolidation of skills, their integration with other skills, accumulation of experience and development of creativity through doing exercises;
- a consultation - didactical support and tips provided by the teacher to students aiming at developing their knowledge and skills acquired during studies;
- independent work – students' activities performed individually or in groups by applying various study forms and methods aiming to achieve learning outcomes of the course.

3.1.13. The following methods of studying shall be applied at the University:

- team work – common activity of students assuming concrete roles and responsibilities, exercising leadership and accounting for themselves and for the team, making common decisions and pursuing a common goal while performing a specific study assignment;
- group work – students' individual work in a group sharing information, focusing on individual aims, attaining individual outcomes while performing individual roles and being concerned with personal activity achievements in performance of a specific study assignment;
- independent work – a planned student's activity performed individually, in a group or team, applying various forms and methods of studying and self-evaluating one's process of studying according to the set study course outcomes.

### **3.2. Volume and Duration of Studies**

3.2.1. The volume of studies shall be calculated by study credits. A credit shall be a unit of the volume of a study course, by which study outcomes and student's working time shall be measured. 1600 hours of one academic year shall equal to 60 credits.

3.2.2. The duration of studies shall be calculated in years:

3.2.2.1. The duration of full-time studies shall be as follows:

- in Bachelor studies - the duration is 4 years (the study programme of Catholic Theology lasts 5 years);
- in Master and (or) Licentiate studies - the duration is 1.5 or 2 years;
- in Integrated studies - the duration is 5 years;
- in Doctoral studies - the duration is no more than 4 years.

3.2.2.2. The duration of part-time studies shall be no more than one and a half times longer than that of full-time studies.

3.2.3. The volume of the first-cycle study programme consists of no less than 210 credits and no more than 240 credits. The volume of the study programme of Catholic Theology is no less than 225 and no more than 300 credits.

3.2.4. The volume of the Master study programme shall be no less than 90 credits and no more than 120 credits.

3.2.5. The volume of the Integrated study programme shall be no less than 300 and no more than 360 credits. The first part of the Integrated study programme, which is no more than 240 credits, shall be attributed to the first-cycle studies, and the remaining part shall be attributed to the second-cycle studies.

3.2.6. The volume of Doctoral studies shall be determined by the VMU Provisions for Doctor of Science Studies.

3.2.7. The requirements for study programmes which provide a double qualification degree or a qualification degree and professional qualification shall be established in compliance with the order approved by the Ministry of Education and Science.

3.2.8. The volume of non-degree study programmes shall be no less than 30 credits and no more than 120 credits.

3.2.9. The volume of study programmes in credits shall be indicated in study programme descriptions.

### **3.3. Admission to the University**

- 3.3.1. Applicants to the first-cycle and integrated studies shall be admitted on a competitive basis according to the General Provisions of the Lithuanian Association of Higher Education Institutions for Organisation of Common Admission Procedures, and University admission rules.
- 3.3.2. Applicants to the state-funded study places of the first-cycle and integrated study programmes shall be admitted according to the criteria set out in the procedures of ranking the best graduates of the secondary education programme approved by the Ministry of Education and Science.
- 3.3.3. Applicants who hold a Bachelor's degree and meet the study programme requirements shall be admitted to the second-cycle study programmes through a public competitive process in accordance with the admission rules, annually approved by the Rector.
- 3.3.4. The number of state-funded study places in the second-cycle studies shall be established by the Decision of the Government of the Republic of Lithuania in accordance with science and (or) study fields and modes.
- 3.3.5. Applicants to the third-cycle studies shall be admitted in accordance with the requirements of University PhD Study Provisions.
- 3.3.6. The number of state-funded study places in the third-cycle studies shall be established by the Decision of the Government of the Republic of Lithuania in accordance with science and (or) study fields and modes.
- 3.3.7. Admission to post-diploma study programmes shall be implemented; admission procedures and organisation shall be determined by the University academic units implementing these studies.
- 3.3.8. Admission to non-formal education programmes shall be implemented and admission procedures shall be provided by the University units organising these studies.
- 3.3.9. Unclassified students shall be admitted to study in supplementary or minor study programmes or those who choose to study separate courses (or their groups) shall be admitted by the order of the Rector.
- 3.3.10. The admitted students and unclassified students shall sign contracts with University, which shall come into force after the Rector's order on admission has been announced.
- 3.3.11. Foreign citizens who have acquired their education abroad shall be admitted to study programmes provided in a foreign language in accordance with the descriptions of orders approved by the Rector.

### 3.4. Study Programmes and their Contents

#### *The First-Cycle (Bachelor's Degree) Study Programmes*

3.4.1. The first cycle (Bachelor's degree) study programme shall be designed to develop general erudition and to achieve the expected learning outcomes (knowledge and skills, values and attitudes) specified in the study programme.

3.4.2. Study programmes shall be divided into the study areas, fields, and branches, approved by the Lithuanian Republic Government. The first-cycle study programme shall have to comply with the legislation requirements, be oriented to universal general education, academic preparation and the highest level of professional skills, and create preconditions for a professional career and further studies.

3.4.3. The first-cycle study programme shall consist of the study courses, worth no less than 3 credits, and also study practice, course papers, and final theses.

3.4.4. The first cycle study courses shall be divided into A, B, C and D groups:

**Group A** shall include compulsory courses of general university studies. These courses shall be studied by all the students during the first and second study years (during the first, second, and third study years by the part-time students). The total volume of these courses shall be no less than 12 credits and no more than 24 credits. 12 credits shall be designated to the studies of the English language and its learning extent shall depend on the initial student language proficiency level.

**Group B** shall include the courses of study basics in science areas and fields. This course group shall consist of the following 5 subgroups that allow choosing alternative courses:

Biomedical and Physical Sciences,  
Economics and Management,  
Humanitarian Sciences,  
Arts,  
Social Sciences.

During the first four semesters (six semesters in the part-time study programmes) the students shall be required to choose one study course from each of the four subgroups except the courses from the subgroup related to the study programme. The total volume of these courses shall be 16 credits.

**Group C** shall include the courses of study basics (no less than 90 credits) and specialised part courses (no less than 60 credits), including study practice and course papers (no less than 15 credits) and final thesis (no less than no 12 credits).

**Group D** shall include optional courses. These can be optional courses from the list of Group D courses annually approved by the Rector's order, also any Group B course, or Group C course from another than the studied study programme. The total volume of Group D courses shall be no less than 12 credits.

3.4.5. Different requirements can be set for double qualification degree study programmes, joint study programmes, and other study programmes, under decision of the Senate and taking into account the requirements for the respective study programmes in terms of the volume of general university compulsory courses, their content and study duration.

3.4.6. No more than seven courses of the study programme can be taken each semester. Students who study in minor study programme and/or learn foreign languages can design an individual study plan and choose to take more courses.

### ***The Second-Cycle (Master's Degree) Study Programmes***

3.4.7. The volume of Master's Degree programme shall be no less than 90 credits and no more than 120 study credits. The distribution of credits shall be the following:

a) no less than 60 study credits shall be allocated to study field courses which in terms of content must be of higher problematic or innovative scientific level than the first-cycle study courses of the corresponding cognition field;

b) no more than 30 credits can be allocated to optional courses determined by the University and chosen by the student, depending on the nature of the study programme and intended either for the preparation for doctoral studies (research work (work of art)), or practical activities (professional activity practice) or the courses from other science fields in such study programmes that aim at inter-field studies, or other general university study courses or student chosen optional courses that are necessary to achieve the study programme outcomes. This requirement shall not apply to the study programmes the volume of which is 90 credits.

c) no less than 30 credits shall be allocated for final thesis preparation and defence, or final project and final examination (if final examinations are determined by the legal acts of the Lithuanian Republic or international legal acts).

3.4.8. The volume of Master's Degree courses (including course papers, creative art projects, and research work) should be no less than 4 credits and no more than 8 credits.

3.4.9. Individual student work shall comprise no less than 30% of each study course volume.

3.4.10. The study programme shall allow studying no more than 5 courses per semester. If the courses are taught intensively, students can study no more than seven courses per semester.

### ***Integrated Study Programmes***

3.4.11. Part of the integrated study programme up to 240 credits shall comply with the requirements for the first-cycle (Bachelor's Degree) study programme (with the exception of the requirement to write a final thesis). The rest part of the study programme shall comply with the requirements for the second-cycle (Master's Degree) study programme.

### ***Non-Degree Study Programmes***

3.4.12. The volume of non-degree study programmes shall be no less than 30 credits and no more than 120 credits.

***Partial Study Programmes:***

***Minor Studies***

3.4.13. The volume of the minor study programmes shall be no less than 60 credits. Minor studies shall be provided in compliance with the Order on Minor Study Organisation, approved by the Rector.

3.4.14. Minor study programmes shall consist of the courses taught in the first-cycle or integrated study programmes.

3.4.15. Minor study programmes can be chosen by the first-cycle and second-cycle, also integrated and non-degree study programme students and unclassified students. The first-cycle and integrated study programme students can start their studies in the minor study programme from the first semester, and can continue minor studies while studying in a Master's degree programmes or as unclassified students.

3.4.16. The courses taken in other programmes can be recognised as minor study programme courses if they help to achieve the set minor study outcomes.

3.4.17. Minor studies shall be free of charge for the first-cycle, second-cycle, and integrated study programme students.

***Supplementary Studies***

3.4.18. Supplementary study programmes shall include those first-cycle study programme courses that have not been taken by those who intend to study in the second-cycle study programmes. Supplementary study programme courses shall be necessary to provide the students with sufficient knowledge and skills for successful studies in the Master's degree programme.

3.4.19. Supplementary studies shall be organised in accordance with the Order on Supplementary Studies while Entering the Master's Degree Programmes, approved by the Rector. A supplementary study programme shall be partly funded by the student himself/herself.

***Non-formal Education Programmes***

3.4.20. University academic units can design non-formal education programmes for people who seek to improve their professional qualifications, and develop their personal skills and erudition.

3.4.21. Non-formal education programmes shall be tailored to the candidate-learner needs, as well as the company or organisation staff training needs.

3.4.2.2. University academic units can design non-formal education programmes for non-formal school learner education at the University.

### **3.5. Study Programme Designing, Supervision, and Updating**

3.5.1. New study programmes shall be designed under the initiative of the University academic units, discussed in the Faculty Council, the Rectorate, approved by the Senate, and submitted for the accreditation at the Centre for Quality Assessment in Higher Education.

3.5.2. New study programmes shall be designed on the basis of study programme design rationale with regard to the study programme objectives, study aims (expected learning outcomes), curriculum design, teaching staff, facilities and learning resources, and programme management.

3.5.3. A new study programme shall be designed by the study programme development group, appointed by the Faculty Dean, which includes department teachers, final year students, alumni, employers, and other stakeholders. Following the Order on Study Programme Updating, approved by the Rector, the Study Programme Committee shall perform the supervision, assessment, and updating of the programme, which shall be approved by the Senate, accredited, and registered in the state study programme register.

3.5.4. Group A courses shall be offered by the academic units, discussed by the work group, appointed by the Rector, and shall be approved by the Senate. Group A course descriptions shall be prepared by the faculty units (departments), and assessed by the Academic Commissions of a particular scientific area according to the Order on Study Course Attestation, approved by the Rector.

3.5.5. Group B courses shall be offered by the academic departments, discussed by the scientific field academic commissions appointed by the Rector and approved by the Senate. Group B course descriptions shall be prepared by the faculty units (departments), and assessed by the study area academic commissions according to the Order on Study Course Attestation, approved by the Rector.

3.5.6. Group C courses that constitute the basic and specific parts of the study programme, designed by the department and study programme committee and approved by the Faculty Council, shall be approved by the Senate. Group C course descriptions shall be prepared by the faculty units (departments) and assessed by the Study Programme Committees according to the Order on Study Course Attestation, approved by the Rector.

3.5.7. Group D courses shall be offered by academic units and approved by the Rector. Group D course descriptions shall be prepared by the faculty units (departments), and assessed by the Science Area Academic Commissions in accordance with the Order on Study Course Attestation, approved by the Rector.

3.5.8. Study programmes shall be designed and updated on the basis of the European Union and Lithuanian Republic legal acts, orders of the Minister of Education and Science, and approved provisions and study field regulations.

3.5.9. Study programme updating shall be an ongoing process. Study programme committees, programme implementing departments, and teaching staff shall perform study programme updating and prepare study programme and study course descriptions, in compliance with the Order on Study Programme Updating, approved by the Rector.

3.5.10. Study programme updating measures can be initiated by the students (by employing the tools of study quality assessment), University academic units, Faculty Councils, Dean's Offices, and social partners.

3.5.11. The main performer of study programme updating shall be the Study Programme Committee (SPC). SPC shall consist of no less than 5 members: department teachers, social partners, alumni, and student representatives. The members for the study programme committee shall be proposed by the programme providing department and approved by the Faculty Dean. Every Spring semester, on the basis of the information provided by the system of internal study quality assurance and the research data obtained by the Study Quality Centre, the SPC shall inform the study programme providing department and the Faculty Dean about the study programme drawbacks that emerged during the academic year, and recommend the measures to eliminate them.

3.5.12. At least every three years, in the Spring semester, the Study Programme Committee, together with the department responsible for the study programme implementation, shall perform programme self-evaluation that includes the assessment of the programme objectives, study outcomes, curriculum design, teaching staff, learning facilities and resources, study process, and programme management. The conclusions of the self-evaluation shall be presented to the Faculty Council and relevant scientific area academic commission.

3.5.13. At least every three years, in the Spring semester, the Study Programme Committee, together with the department teachers shall update the study programme and course descriptions and present them to the Vice-Rector for Studies and the Office of Academic Affairs. The Office of Academic Affairs shall post the study programme and study course descriptions on the University internet website and electronic study programme catalogue.

### **3.6. Study Organisation**

3.6.1. An academic year shall consist of two semesters – autumn and spring; the beginning and end of each semester is determined by the Senate. There shall be 20 weeks in a semester. One week of studies shall equal to 40 hours of a student's work. An academic hour shall be 45 minutes. In individual cases the faculty Dean can allow to provide studies during an inter-semester period.

3.6.2. Studies shall be performed in the Lithuanian language. The language of instruction shall be different when:

- the content of the study programme is related to another language;
- lectures are delivered and other academic activities are carried out by foreign lecturers;
- studies proceed according to joint study programmes or the programmes that provide a double-degree after their completion and part of these programmes is provided in other countries, non-state higher education schools where the language of instruction is Lithuanian;
- studies proceed according to study programmes for foreigners or in case of study exchange;

- a certain number (set by the Rectorate) of visiting students register for the study course that has been prepared and approved by the Rector to be taught in a foreign language;
- an optional Group D course indicated in the timetable is taught in a foreign language;
- visiting students perform practice in the University.

3.6.3. Final theses shall be written in Lithuanian. Final theses can be written in other languages when it is required by the study programme. The Faculty Dean can grant an exemption by his/her order, when it is expedient to write the work in a foreign language (the student prepared the thesis in a foreign higher education school, the thesis advisor was a foreign lecturer, all members of the defence committee understand the foreign language well, etc.)

3.6.4. Studies shall be planned, organised, performed and the internal quality assessment shall be carried out by faculties, departments and centres. Office of Academic Affairs shall administer, organise and coordinate studies. Studies shall be organised and coordinated in compliance with the orders approved by the Rector.

3.6.5. Study programmes or separate study courses can be studied in a distance education form. Organisation of distance studies shall be regulated by the Order on Distance Study Organisation, approved by the Rector.

### **3.7. Study Quality Assurance**

3.7.1. The system of internal study quality assurance shall involve the evaluation and development of study programmes, courses and teaching quality.

3.7.2. The University documents that regulate internal study quality assurance shall comply with the Law on Higher Education and Research, orders of the Minister of Education and Science, and European Higher Education documents regulating study quality assurance.

3.7.3. Quality assurance of study programmes and courses shall be an ongoing process, carried out according to the Order of Study Programme Renewal, approved by the Rector.

3.7.4. Study course evaluation shall also be regulated in the Study Course Attestation Provisions, approved by the Rector, according to which study courses shall be assessed at least every three years.

3.7.5. Teaching quality assessment shall be performed in accordance with the Order on Teaching Quality Assessment, approved by the Rector. The purpose of the assessment regulated in the order shall be to receive the feedback on teaching quality from students and teachers and to use the obtained results for teacher professional development, attestation as well as teaching quality enhancement.

3.7.6. The frequency of teaching quality assessment shall be determined with respect to the cycle of study and group of study courses the given course belongs to and the duration of the study programme.

3.7.7. Study quality at University shall also be ensured by the implementation of other orders approved by the Rector, and Senate resolutions related to study quality assessment and development.

3.7.8. Study quality assurance shall be the main field of the Study Programme Committee activity. The Study Programme Committee shall supervise the implementation of the programme, organise its assessment and renewal, and attest the study courses of Group C of the programme.

3.7.9. Self-evaluations of study programmes and University activities aimed at external study quality assessment shall be carried out in compliance with the methodologies prepared by the Centre for Quality Assessment in Higher Education (SKVC) and analogous agencies.

3.7.10. The results of study quality assurance shall be posted on the University website and shall be made public by other means.

### **3.8. Individual Study Plan**

3.8.1. The study process shall be controlled by the study timetable for the semester. Forms of classroom work, their time, duration and location, language of instruction and the teacher's name are specified in the timetable. The semester timetable shall be announced no later than one week before the beginning of the registration into study courses.

3.8.2. Every semester students shall design their individual study plans in compliance with the study timetable, specific study programmes and the requirements of the present Regulations.

3.8.3. Designing their individual study plans, students shall be obliged to comply with the following requirements:

- the volume of the courses taken per semester by full-time first-cycle students and students of integrated studies in the first and second academic years shall be no less than 24 credits and no more than 36 credits, in the third and fourth years (fifth year in Catholic Theology and Law programmes) and Master studies – no less than 21 and no more than 39 credits. The average volume of one year full-time studies shall be 60 credits;
- the volume of courses for a semester of part-time first- cycle students shall be no less than 15 credits and no more than 39 credits. The average volume of one year part-time studies shall be no more than 45 credits.

3.8.4. Full-time students during the first 4 semesters and part-time students during the first 6 semesters shall complete Group A study courses (the total volume of Group A courses is 24 credits). This provision shall not apply to the study programmes which, according to 3.4.5., have a different general compulsory university study course volume, subject matter and study duration, as approved by the Senate.

3.8.5. Full-time students during the first 4 semesters, part-time students during the first 6 semesters shall choose one study course from each 4 subgroups of Group B, except a course from the subgroup related to the studied programme. The overall volume of these subjects shall be 16 credits. This provision shall not apply to study programmes which, according to 3.4.5., have a different general compulsory university study course volume, subject matter and study duration, as approved by the Senate.

3.8.6. Full-time students during the first 4 semesters shall acquire English language proficiency of level 4 (B2).

3.8.7. Part-time students during the first 6 semesters shall acquire the proficiency of level 3 (B1) in one of the languages: English, German or French (*valid for those who entered in 2009 or earlier*).

3.8.8. Part-time students during the first 6 semesters shall acquire the English language proficiency of level 4 (B2) (*valid for those who entered in 2010 or later*).

3.8.9. The level of English to be studied shall be determined according to the results of the test taken at the Institute of Foreign Languages and English language evaluation results indicated in the certificate of secondary education. Students who shall conform to the requirements for English level 2 (A2) shall study English at levels 3 and 4 (B1 and B2) as Group A subjects (up to 2 semesters). Those who shall not conform to the requirements shall study English at levels 1 and 2 (A1 and A2) during the first 2 semesters as Group D subjects. Students who received 80 and more points in the English State Final Examination or those who have standardised test certificates proving English level 4 (B2) proficiency shall be exempted from taking the test.

3.8.10. All students, except the students of the fields of informatics and computer engineering study programmes, shall take an informatics test, prepared in accordance with the requirements of the secondary general education school programmes. Students who failed the test or did not take it shall study Group D subject of informatics during the first two years. Students who received a positive score in the Informatics State Final Examination or those who have ECDL (European computer user) certificate shall be exempted from the informatics test and the study of the informatics subject of Group D.

3.8.11. In the second cycle two-year study programmes, the final semester shall be devoted to the preparation of the final thesis.

3.8.12. In exceptional cases, students shall study according to the individual study schedule. Studies according to the individual study schedule shall be regulated in the Order of Individual Study Schedule Conferment, approved by the Rector.

3.8.13. Students must attend seminars, workshops, practicals, practicums, laboratory works, foreign languages (taught as Group A and Group D subjects) and practice and account for them according to the programme. Students must submit their homework, take midterm tests and examinations at a set time. Compulsory attendance of Group C subjects and the order of ensuring attendance can be set by the Senate Resolution for study programmes regulated by the state according to special requirements.

### **3.9. Change of University and Study Programme**

3.9.1. Students of state-funded studies can change a study programme of the same study area after every semester, but not earlier than after the completion of the first semester of the first year of studies.

3.9.2. Students of state non-funded studies can change a study programme, changing a study field and area after every semester, but not earlier than after the completion of the first semester of the first year of studies.

3.9.3. A student can change a study form – switching from a full-time form to part-time and vice versa.

3.9.4. Students of state-funded studies who intend to change a study programme must complete a semester without academic debts.

3.9.5. Students who intend to change a study programme shall apply in written form to the Dean of the faculty where they would like to study no later than 10 days prior to the beginning of a new semester.

3.9.6. In the application for the change of the study programme it shall be necessary to specify the programme that is being studied and the one that is intended to be studied. Documents necessary for the validation of the study results shall also be presented.

3.9.7. The committee composed by the Dean of the faculty shall make a decision on whether to accept or not to accept the student no later than 5 days prior to the beginning of a new semester. A member of the faculty staff shall inform the applicant student about the decision of the committee.

3.9.8. Partial study results of the students changing the programme shall be validated having assessed their correspondence to the formal requirements (study area, type of programme, study form and other) and subject requirements (study results in different courses, subject matter, volume and other) of the preferred study programme. It shall be possible to validate no more than 75 percent of the volume of the preferred first and second cycle and integrated study programme.

3.9.9. The change of a study programme by changing the university shall be formalised by withdrawing the present study contract and signing a new one; when changing a study programme in the same university, the present study contract must be changed.

3.9.10. The students changing a study programme shall maintain the state funding of their studies, but it shall not exceed the normative study cost of the changed study programme. If the cost of the preferred study programme is higher than the cost of the changed study programme, a student must pay the cost difference starting with a new semester.

### **3.10 Registration for Studies and Study Courses**

3.10.1. Students shall register for semester studies at the faculty Deaneries or on the University's intranet system:

- full-time and part-time study students (those who study during the week, on working days) shall register during the first 2 study weeks each semester.
- part-time extramural study mode students (those who study during sessions and at weekends) shall register during the introductory study week and the first 2 weeks of the new semester.

3.10.2. By the Dean's decree, scholarship payment shall be suspended to students who have not registered during the period of time indicated in section 3.10.1.

3.10.3. Students who have not registered during the first month of the semester shall be removed from the student lists.

3.10.4. Registration for A, B, C and D group study courses of the next semester shall be organised through the University's FirstClass (FC) server with the help of the FC client programme.

3.10.4.1. First-cycle full-time and part-time students (those who study during the week, on working days) shall register for study courses in the following way:

- Stage 1 shall take place 10 days before the beginning of the exam session.
- Stage 2 shall take place during the exam session. At this stage, students must make corrections of their registration and check whether they find their name in course registration lists. If their names are not on the lists, they shall register for those courses where there are vacancies.
- Stage 3 shall take place after the semester has started: during the first two weeks students shall check registration and make corrections in their individual study plans, i.e. can remove themselves from of the course registration lists or enrol into courses if there are vacancies. To register the student shall address the course teacher before or after the lecture. The student shall sign on the course registration list hereby indicating his/her enrolment or withdrawal from the course registration list.
- First year student registration for the autumn semester shall take place during the first week of semester.
- Incoming students shall register for the chosen courses taught in a foreign language in Stage 3.

3.10.4.2. Part-time extramural study mode students (those who study during sessions and at weekends) shall register for courses in the following way:

*For autumn semester:*

- Stage 1: from the end of the spring exam session till the beginning of introductory lectures of the autumn semester;
- Stage 2: on the first day of the autumn semester only first year students shall be registered;
- Stage 3: during introductory lectures.

*For spring semester:*

- Stage 1: from the beginning of the exam session of the autumn semester till the day of introductory lectures of the spring semester;
- Stage 2: during introductory lectures.

3.10.5. After the Office of Academic Affairs has announced on the University's intranet system about the completion of the placement of registration lists in the data base, the students shall be allowed to change their registration in one week by submitting an application to the Deanery of the faculty.

3.10.6. The minimum number of students to be registered for Group A courses shall not be limited. Group B courses shall be taught when the minimum number of registered students is 80. Group D study subjects shall be taught when the minimum number of registered students is 60; the minimum number of students to be registered for Group B and D practicums and foreign language courses shall be determined by Rector's order.

3.10.7. Students who have not registered for courses shall not have a right to take exams and intermediate assessment tests.

3.10.8. Students who have not registered for the allowed minimum number of credits per semester shall be warned by email and removed from the student lists of the University after the first month of semester.

3.10.9. Students of other higher education institutions, the University has signed student exchange agreements with, may register by submitting an application to the Office of Academic Affairs.

3.10.10. Unclassified students shall be registered for courses by the Rector's order after they have signed a contract and paid the credit tuition fee.

3.10.11. Second-cycle study students shall be registered for courses by faculty staff responsible for registration.

### **3.11. Transfer of Students from State Non-funded into State-funded Positions**

3.11.1. If a state-funded student has been dismissed from the University or withdrawn from the studies, except the cases when the student has changed the study programme in the same study area, another student who is studying at the same study programme, the same study year but at a state non-funded position may be transferred into the vacant state-funded position (except the students indicated in article 72 of the Law on Science and Studies) by competition procedure.

3.11.2. If there is a competitive situation when at least two students have the same semester grade point average, the preference shall be given to the student at the state non-funded position whose grade point average of speciality study subjects obtained during the exam session of the last semester is higher.

3.11.3. A student whose first-cycle or integrated studies are state funded shall lose the state funding after two study years, and a part-time student after he/she has finished one half of the study programme in the following case: if the grade point average of the study results during this period is more than 20 percentage points lower than the study result grade point average of the University's corresponding study programme and form students of the same year during this period. The student who has lost the state funding shall pay a tuition fee fixed by the University, while his/her state funded position shall be occupied by the best state non-funded student (valid for entrants of/prior to 2011).

3.11.4. A student whose first-cycle or integrated studies are state funded shall lose the state funding for studies after one study year, if the grade point average of his/her study results during this period is more than 20 percentage points lower than the study result grade point average of the University's corresponding study programme and form students of the same year during this period. The student who has lost the state funding shall pay a tuition fee fixed by the University, while his/her state funded position shall be occupied by the best state non-funded student (valid for entrants in 2012 and later).

### **3.12. Study Termination and Renewal**

3.12.1. Students shall have a right to take an academic leave (study break) without losing their student status. During the period of studies the first-cycle and integrated study students can exercise this right two times, and the second-cycle students once. The academic leave shall be granted not earlier than having completed the first study semester and not later than two weeks before the start of the examination session. The end of every academic leave shall always coincide with the beginning of autumn or spring semesters.

3.12.2. During the academic leave, students may repeat separate courses of which they have academic debts by paying fees for the repeated courses depending on the course volume in credits.

3.12.3. In order to return from the academic leave, students shall submit a request to the faculty Dean prior to the start of the semester.

3.12.4. The paying of scholarship shall be suspended for students who receive scholarships and take an academic leave beginning from the following month after the Dean issues a decree concerning the academic leave. Those who have returned from the academic leave shall receive a scholarship if they meet the requirements according to which scholarships were granted to students in the current semester, but the scholarship shall not be paid for the period of time for which it has been paid before taking the academic leave.

3.12.5. Students who have not returned from their academic leave shall be removed from the student lists a month after the set return date. Being on academic leave students can withdraw from studies on their own intent only till the end of academic leave period.

3.12.6. Students shall be removed from the student lists of the University in the following cases:

- at student's request;
- for poor academic performance if a student has received evaluation lower than 5 (five) for three or more different study subjects;
- if a student has not paid tuition fees, in compliance with the Order of Contract Formation, Payment and Charge of Tuition Fee and Tax Refund approved by the Rector;
- a student has not registered for courses of the semester or failed to meet the requirements in terms of the minimum number of course credits;
- a student has not returned from the academic leave;
- a student did not defend or failed to defend the final thesis;
- if the contract date has expired;
- for failure to meet the contract requirements;

- for violation of the University's Statute; for violation of the University's internal order.

3.12.7. A student who did not defend or failed to defend their final thesis and thus was removed from the student lists shall have a right to write and defend a new thesis not earlier than after half a year.

3.12.8. First, second-cycle and integrated study mode students, who have been removed from the student lists of the University, may enter the university again on the competition procedure.

3.12.9. Students who, after the second semester or later, were removed from the University student lists because of poor academic performance may eliminate all their academic debts having a status of an unclassified student. Having eliminated their academic debts or reduced their number, second-cycle and integrated study mode students who have no more than 2 academic debts may return to self-funded studies next semester.

3.12.10. Students who have returned to their studies shall continue the studies according to the existing study programme. If the study programme was changed during the time of the students' leave, the Deanery of the faculty, in compliance with the conclusions of the Study Programme Committee, shall decide on the correspondence between the previous study programme study courses and the new study programme study courses.

### **3.13. Assessment of Learning Achievements**

3.13.1. The University shall utilise the cumulative system for the assessment of learning achievements. Students' learning achievements shall be assessed in midterms, assessing other work performed during the semester (tests, defence of laboratory works, homework, and individual assignments) (hereinafter "intermediate assessment") and examination or defence of students' self-study work (project).

3.13.2 Practice, course papers, research papers, creative and art projects shall be defended and assessed in accordance with the determined order.

3.13.3. The final mark shall integrate the intermediate assessment and the examination marks. The examination mark shall make 50% of the final mark. The proportions of separate components of intermediate assessment and their weight in the final mark shall be determined and announced by the course teacher during the first lectures, taken into consideration the following compulsory proportions in the first-cycle and second-cycle studies:

- the midterm mark shall constitute 15-35% of the final mark;
- the intermediate assessment of laboratory works, tests, homework, and other assignments shall constitute 5-35% of the final mark.

3.13.4. The final mark for foreign languages shall integrate the intermediate assessment and examination marks. The examination mark shall constitute 30% of the final mark. The proportions of intermediate assessment shall be as follows:

- the midterm mark shall constitute 20% of the final mark;
- the intermediate assessment of learning achievements during the semester shall constitute 50% of the final mark.

3.13.5. For separate study subjects, other constituents of the final mark and the proportions of the intermediate assessment marks may be determined by the Faculty Council.

3.13.6. If a subject is taught intensively, its achievements may be assessed only by the final examination. The examination shall be taken after finishing the intensive course.

3.13.7. In case of a student's absence during the intermediate assessment, the mark for this work shall be "0" (zero). In case of a student's absence during the examination, the final evaluation shall be written as "0" (zero) in the record book.

3.13.8. Examinations and midterm tests (except for practicums and practical courses of art study programmes) shall proceed in written form, their tasks must be the same or equal for all examinees. All students taking the course shall take a written test (a midterm or an examination) at the same time. The duration of the tests shall be as follows:

- a midterm test shall take no less than 1 academic hour and no longer than 2 academic hours;
- an examination shall take no less than 2 academic hour and no longer than 4 academic hours.

3.13.9. The results of intermediate assessment shall be announced and discussed during lectures within the period of 2 weeks, but no later than during the last course lecture.

3.13.10. After the written examination, the final results shall be announced on the University intranet within the period of 3 working days and afterwards they shall be discussed in the student group. The participation of students in the discussion is not obligatory. Students' written examinations shall be kept in the Departments for one year period. Under objective conditions, having agreed with the course students and by decision of the Faculty Dean, the period of examination result announcement can be prolonged but no later than till the end of the session.

3.13.11. Having failed the examination, a student or unclassified student shall have a right to retake this test once again free of charge.

3.13.12. In case of absence during the examination without a justifiable reason or in case of dishonest behaviour during the test, the examination shall not be retaken.

3.13.13. Having received a negative mark for the examination, a student shall have a right to choose whether to retake the negatively evaluated examination or not.

3.13.14. The evaluation for the examination shall be the mark of the retaken examination. In case of absence during the scheduled time for the retake of the examination without a justifiable reason the negative mark received before the retake shall be recorded.

3.13.15. The retake of examinations shall be organised by the Department after the examination session, at the time determined in the academic calendar. The timetable for retaking of examinations shall be announced on the University intranet, faculty and department notice boards no later than two days before the date of the examination retake. After retake of the written examination, the final results shall be announced on the University intranet within the period of two working days.

3.13.16. Having received a negative final mark for the course after the retaken examination, a student shall have an academic debt. A student may repeat the course only having paid the determined tuition fee.

3.13.17. Repeating a course, previously achieved student's study outcomes may be validated. When repeating a course, a student shall choose whether to repeat the whole course and pay the tuition fee for the whole course, or have previous positive intermediate assessment results validated, and repeat only those parts of the course that were evaluated negatively.

3.13.18. The positive mark for the examination, if the total mark (final mark) is negative, shall not be validated. When retaking a course, the passed examination shall be retaken once again.

3.13.19. When planning to repeat a course, a special course repeat form shall be completed which shall indicate the acquired and credited parts of the course. The form shall be filled in by the course teacher on the basis of the summary tables of accumulative point, stored in the Department. The data of the form shall be confirmed by the Dean of the Faculty the course is provided in. The student shall hand in an application form and a course repeat form to the responsible staff member of the Faculty, who shall calculate the tuition fee for the course repeat. A student shall submit a copy of payment check to the responsible staff member who shall prepare a Dean’s decree, allowing to repeat the course.

3.13.20. Being unsatisfied with the teacher’s assessment, a student shall have a right to appeal to the Dean of the Faculty he/she studies, in compliance with the Order on Description of Appeal Investigation Procedure, approved by the Rector.

3.13.21. The University shall employ the criteria-based study achievement assessment system, using a 10-point grading scale, justifying every point by precise assessment criteria, related to study programme and course outcomes.

A student who has participated in an assessed activity or presented his/her completed work for intermediate assessment in time shall receive one of the following marks: 10, 9, 8, 7, 6, 5, 4, 3, 2, 1. Mark “0” (zero) shall indicate the student’s absence or failure to present the work for intermediate assessment. Under the decision of the Council of Music Academy, separate study courses can be assessed as “Credit/No credit”.

*Description of marking system*

<b>Mark</b>	<b>Mark description</b>
10 (ten)	Excellent
9 (nine)	Very good
8 (eight)	Good
7 (seven)	Highly satisfactory
6 (six)	Satisfactory
5 (five)	Sufficient
4 (four)	Very week
3 (three)	Unsatisfactory
2 (two)	Poor
1 (one)	Very poor
<b>Feature</b>	<b>Feature description</b>
0 (zero)	Absent from assessment or work not submitted for assessment

3.13.22. Study achievements shall be indicated in the following documents:

- the student’s written work papers that shall be kept in the Department for one year;
- the summary tables of accumulative points that shall be kept in the Department for eight years;
- the examination record book that shall be kept in the Office of Academic Affairs for five years;

- the electronic database that shall be kept for seventy-five years under the responsibility of the Office of Infrastructure.

3.13.23. The lowest positive mark shall be 5 (five).

3.13.24. For dishonest behaviour during any test, the final mark shall be “1” (one), written in the study record book. Having noticed a student cheating or determined other facts of plagiarism during an exam, midterm or other intermediate assessment instance, a teacher (an examiner) shall discontinue the test and inform the Dean of the Faculty the student studies at and the Office of Academic Affairs in written form. Any attempt of a student to use information sources by unallowable ways shall be considered as dishonest behaviour.

3.13.25. Having received a negative mark lower than 5, a student shall have to repeat that course and pay the tuition fee for credits in compliance with the order of the Rector. If the student failed an optional course by receiving a mark lower than 5, he/she shall have a right to choose another course from the list of optional courses and pay the set tuition fee for the course. If the final mark is positive, the course shall not be allowed to be repeated. The marks lower than 5 shall not be provided in the Diploma Supplement.

3.13.26. If a student was not able to attend an intermediate assessment (intermediate assessments) because of justifiable reasons, the Faculty Dean may delay the intermediate assessment until the last day of the semester. The student must present a request to the Dean to receive a permission to take an intermediate assessment test at a different time in two working days after the disappearance of the reasons that caused the student’s absence.

3.13.27. Equivalency examination form shall not be applicable at the University.

3.13.28. The University shall utilise the order of assessment of learning achievements and recognition of learning competencies acquired in non-formal and informal learning. The assessment process of achievements acquired in non-formal and informal learning shall be organised and performed by the Centre of Career and Competencies, according to the Order on the Assessment and Recognition of Learning Achievements Acquired in Non-formal and Informal Learning, approved by the Rector.

3.13.29. If, during the assessment, it is determined that a student’s learning achievements acquired in non-formal and informal learning correspond to the study outcomes formulated in the study programme, a study course (-s) shall be recognised. This order shall not be applicable for the final thesis.

### **3.14. Termination of Studies**

3.14.1. The final thesis (final art project) shall be an independent student’s scientific research, artistic or project work, carried out at the end of the study programme and designed for acquiring analytical, research, artistic and other competencies. A student may defend the final thesis having fully completed the compulsory study programme.

3.14.2. The final theses shall be defended in May-June or January. The Departments shall submit the timetable of the final theses defence to the Office of Academic Affairs and Commission of Defence no later than two weeks before the first meeting of the Commission.

3.14.3. The procedure of the final theses preparation and defence shall be regulated by the General Order on the Final Thesis Preparation and Defence, approved by the Rector.

3.14.4. Before the defence of the final thesis, the documents indicated in the General Order on the Final Thesis Preparation and Defence, approved by the Rector, shall be submitted to the Qualification Commission.

3.14.5. If the student failed to defend the final thesis, he/she may defend it repeatedly not earlier than in half a year, in accordance with the General Order on the Final Thesis Preparation and Defence, approved by the Rector. The appeals with regard to the assessment of the final thesis shall not be brought.

3.14.6. Students who have completed the study programme but failed to prepare or defend the final thesis shall be removed from the student lists.

3.14.7. Qualification degree and (or) professional qualification shall be awarded by the Rector upon the Dean's request prepared in accordance with the proposal of the Qualification Commission of the corresponding study programme.

3.14.8. Having completed a degree study programme, a graduate shall be issued the Diploma certifying the awarded qualification degree together with the Diploma Supplement (Annex) in the Lithuanian and English languages, which shall inform on the subject matter of the acquired higher education. The issuance and records of Diplomas and their Supplements shall be performed in accordance with the Order on the Preparation, Issuance and Registration of the Diplomas and their Supplements, approved by the Rector.

3.14.9. Having completed a non-degree study programme, the Study Certificate certifying the awarded qualification shall be issued.

3.14.10. Having completed a minor, supplementary and non-formal study programmes the Certificates of the adequate form, determined by the University, shall be issued.

3.14.11. Having completed the programmes of the first-cycle and integrated studies, the students whose grade point average shall be no less than 9.5 and the mark for the final thesis shall be 10, and the lowest mark during all study years shall be 8, and such marks shall be no more than four, shall be awarded the Diploma *cum laude*.

3.14.12. The Diploma and the Diploma Supplement shall be issued if the graduate has no liabilities with the Library and other University units, as declared in the Rector's Order on Student Liabilities with the University.

3.14.13. The completion of the third-cycle studies shall be regulated by the VMU Provisions on Doctoral Degree Programmes.

### **3.15. Tuition Fee**

3.15.1. The basis of tuition fee basis shall be the contract signed between a student and University.

3.15.2. The payment of tuition fee shall be regulated by the Order on Conclusion of Contracts, Payment and Tuition Fee Paying and Refund, approved by the Rector.

3.15.3. The students who shall pay the study tuition fee are as follows:

- the students who are accepted to fee-paying studies;
- the students who are re-enrolled into the same or lower cycle study programme if more than a half of that study programme credits have been gained funded from the state budget, except in the cases defined by the Lithuanian Republic Government;
- the students studying at the same time in two or more of the same cycle degree-awarding study programmes or non-degree study programmes, if their studies in at least one of these study programmes are funded by the state budget (in this case they shall pay for the second and other study programmes);
- foreigners, except for the persons who are indicated in Paragraph 2 Article 73 of the Law on Science and Studies as well as the citizens of the European Union (EU) and the European Economic Area States (EEA), if the Lithuanian Republic international treaties or other legislative acts do not determine otherwise.

3.15.4. The cost of studies, which is proportionate to a workload in credits, shall be paid by:

- the students who repeat separate courses of study programmes;
- the students who study additional courses and exceed the mandatory study programme;
- the second-cycle students who take supplementary study programme courses and unclassified students attending supplementary study programmes who take the courses from the first-cycle study programmes. They shall pay 50% of the cost for the course volume in credits;
- the students study the courses in the minor study Programme free of charge;
- the unclassified students who have chosen to study the minor study programme shall pay for all the course credits of the minor study programme.

3.15.5. The students shall pay for the foreign language courses they are taking in accordance with the Order on Payment for Learning Foreign Languages, approved by the Rector.

3.15.6. Full-time studies students who study in state not-funded places shall pay the semester tuition fee defined in the contract each semester; part-time students who study in fee-paying places the first semester shall pay the tuition fee charged for the study programme semester, whereas in other semesters the charged tuition fee shall depend on the number of credits of all courses the student has enrolled in.

3.15.7. The students who pay for their studies shall pay the charged tuition fee in accordance with Order on Conclusion of Contracts, Payment and Tuition Fee Paying and Refund, approved by the Rector.

3.15.8. The Rector or his /her authorised representative can exempt a student from tuition fee or reduce the tuition fee under the provision of Student Affairs Office Director.

### **3.16. University Teachers, their Duties, Rights and Responsibility**

3.16.1. University teachers shall be the University Staff working in professor, associate professor, lecturer or assistant positions. The persons who meet the defined minimum University staff requirements may apply for the positions listed above in compliance with the public recruitment

competition procedure. The Rector has a right to employ the staff members for an indefinite duration contract of employment for no more than 2 years.

3.16.2. Performing their duties, University teachers shall carry out scientific research work, teach, perform didactical work, prepare study material, and participate in projects and societal activities.

3.16.3. The University teachers who have signed indefinite duration employment contracts shall be attested every 5 years in accordance with the order approved by the Senate. According to the order approved by the University Senate, an extraordinary attestation of the University teacher or research worker may be arranged. A non-attested University teacher or research worker shall be dismissed in accordance with the procedure laid down in the law.

3.16.4. Theoretical lectures of the first-cycle studies shall be taught by teachers who work in professor, associate professor or lecturer positions. Assistants may advise students in practical workshops, practicums, and student practice. Theoretical lectures of the second-cycle studies must be taught by teachers who hold a doctor's scientific degree. Lectures in doctoral studies shall be provided by professors and associate professors.

3.16.5. During the first lecture the teacher introduces the students to the purpose of the course, the expected learning outcomes, curriculum and procedure, requirements, the achievement assessment procedures and assessment criteria, all of which shall be included in the course description. At the end of the semester the University teacher shall perform the self-analysis of the taught course.

3.16.6. The University teachers shall have a right to present proposals to the Study Programme Committee with regard to new course programmes, initiate the development of new study programmes, express their comments and suggestions, regarding study quality and its improvement, all of which are consistent with the study programme outcomes.

3.16.7. The University teacher shall be responsible for the presentation of the study material for their students in electronic or other accessible forms.

3.16.8. The University teachers may be exempt from teaching in order to conduct research, and raise their scientific, artistic and pedagogical qualifications every 5 years for a maximum period of one year, in accordance with the procedure laid by the Senate. The teacher shall account for the Senate for the scientific (artistic) or pedagogical activity carried out during this period. During this period the University teacher shall be paid his/ her average salary.

3.16.9. The University teachers shall comply with:

- the requirements of the University Statute and Study Regulations;
- VMU Academic Code of Ethics;
- the University internal order rules;
- the Rector's orders which are related to study planning, organisation, implementation and assessment of study achievements;
- the requirements which are included in the study programmes and the course descriptions;
- the generally accepted public rules of conduct.

3.16.10. The following sanctions may be imposed upon University teachers for breaches of labour discipline:

- caution;
- reprimand;

- severe reprimand;
- dismissal from work.

3.16.11. Cautions and reprimands shall be imposed by Rector's order or Faculty Dean's decree. Severe reprimands shall be imposed or teachers shall be dismissed from work by Rector's order.

3.16.12. All circumstances shall be examined and a written University teacher's explanation shall be received before imposing a sanction.

### **3.17. Students, their Duties, Rights and Responsibility**

3.17.1. The students shall be entitled to the following student rights:

- the right to the freedom of thoughts and attitudes;
- the right to use classrooms, libraries, laboratories, other study facilities and equipment during their studies;
- the right to receive the necessary information, related to their studies;
- the right to participate in the self-government which is implemented by the Student Council;
- the right to choose and change the study programme, a teacher (when the same course is taught by several university teachers);
- the right to participate in the activity of the Student Council and elect the student representatives for the University governing bodies;
- the right to express their opinion with regard to the provided quality of the study programme and its implementation.

3.17.2. The students' duties shall be as follows:

- to study in order to achieve the expected study programme outcomes;
- to comply with the laws of the Republic of Lithuania, VMU Statute, Study Regulations, and other legislative acts and internal order rules;
- to comply with Vytautas Magnus University Academic Code of Ethics;
- to behave honestly during the examinations and other intermediate assessment tests;
- to protect University property; in case of incurring material damage, to make restitution by compensating for it;
- to follow generally accepted public rules of conduct.

3.17.3. The students shall follow the official information posted on the University intranet system and in places for notices.

3.17.4. Office of Student Affairs together with the Students' Council shall deal with the students' social, leisure time organization, research, sport related and other issues not related to studies.

3.17.5. The students and students' organisations shall have the right to organise cultural, scientific, sport and other events. Common University events shall be coordinated by the Students' Council. An event organisers or the Rector's authorised representatives shall be responsible for the discipline during the event.

3.17.6. The students shall be imposed sanctions for not complying with their duties by the Rector or Faculty Dean. A University teacher, Chair of the Department or Head of the University unit can submit a proposal for a sanction. All circumstances shall be examined and a written student explanation shall be received before imposing a sanction.

3.17.7. The student may appeal against the Dean's decision on the sanction for the University Dispute Commission.

3.17.8. Notices on sanctions shall be presented to the student personally and announced publicly in accordance with the order laid down in the University.

3.17.9. The students may be imposed the following sanctions for not complying with their duties:

- Caution;
- Reprimand;
- Severe reprimand;
- Suspension from the University with the right to continue studies;
- Dismissal from the University without the right to continue studies.

3.17.10. Cautions and reprimands shall be imposed by the Rector's order or Dean's decree. The student shall be expelled from the University by the Rector's order.

3.17.11. The students who graduated from the University or are removed from the student list must settle up with the University in accordance with the Order on Settling up with University, approved by the Rector.

#### **UNDER EXCEPTIONAL CIRCUMSTANCES**

The Rector shall have a right to make an exception to the Study Regulation requirements under unforeseen or exceptional circumstances.